



JIM JONES
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

October 7, 2015

To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Dave Chittenden
Chief Deputy Director

Subject: **REPORT BACK ON THE DEVELOPMENT OF A CAR WASH POLICY
(ITEM 58-E, AGENDA OF SEPTEMBER 1, 2015, CONTINUED TO
SEPTEMBER 15, 2015)**

On September 15, 2015, your Board passed a motion instructing the Interim CEO and the Director of ISD, in conjunction with the Directors of other County departments that maintain their own fleet, to develop a policy to limit car washing activity to at most once a month, with a report back in 30 days, including an assessment of the feasibility of using recycled water for the car washing facilities at the Hall of Administration.

Car Wash Guidelines

In coordination with the Sheriff, Fire and Public Works departments, ISD prepared and distributed the attached guidelines to all departments regarding limitations and exceptions for washing of County vehicles. These guidelines ask departments to limit water-based car washes to a maximum of once per month, unless using either re-circulated water or processes that utilize a maximum of ten (10) gallons of potable water per wash. Alternative solutions, such as dry-washing, are also suggested.

Use of Recycled Water for Washing Vehicles at the Hall of Administration

ISD is currently coordinating the installation of a water reclamation system for the car wash facility at the Hall of Administration. This system is scheduled to be operational by November 13, 2015, after which the frequency of car washes will be revisited.

If there are any additional questions, please contact me, or your designated staff may contact Marie Nunez, ISD's Division Manager over Fleet, at (323) 267-2492.

DC:JS:sg
Attachment

c: ISD Board Deputies
Board Executive Officer
Chief Executive Officer
Sheriff
Fire Chief
Public Works



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October 6, 2015

To: Department Heads

From: Dave Chittenden
Chief Deputy Director

Subject: **CAR WASH GUIDELINES**

On September 15, 2015, the Board passed a motion instructing the Interim CEO and the Director of ISD, in conjunction with the Directors of other County departments that maintain their own fleet, to develop a policy to limit car washing activity to at most once a month, with a report back in 30 days.

In coordination with the fleet managers representing the Sheriff, Fire and Public Works departments, we have developed the following guidelines in response to the above-referenced Board motion:

Car Wash Guidelines

County departments are asked to restrict water-based washes to a maximum of once per month. Water-based vehicle washes are limited to automated car washes that use re-circulated water or vehicle washing processes that utilize a maximum of 10 gallons of potable water. Alternative cleaning methods may be utilized such as dusters or dry wash. Exemptions to these guidelines should be made on a case-by-case basis and limited to the following criteria:

- Health and safety circumstances
- Emergency vehicles or apparatus that are frequently subjected to caustic and corrosive environments as well as off-highway operation.
- In situations to avoid sea salt/marine air corrosion.

We are also providing these guidelines, which represent best practices, to all County departments for observance.

If there are any questions, your designated staff may contact Marie Nunez, ISD's Division Manager over Fleet, at (323) 267-2492.

DC:JS/as

c: Chief Operating Officer
Chief Deputies
Administrative Deputies